

Rutgers, The State University of New Jersey
Office of the University Controller
Division of Grant & Contract Accounting

Department of the Navy (Office of Naval Research) - ONR
Research Grants

<http://www.onr.navy.mil/>

The following are general guidelines for this agency. Please see Notice of Grant Award for specific terms & conditions. It is the responsibility of the Principal Investigator to see that all requirements are met. The services of the Office of Research and Sponsored Programs (ORSP) and the Division of Grant & Contract Accounting (DGCA) assist the Principal Investigator in accomplishing this.

Scientific Reporting Requirements:

Except under rare cases, performance reports are required at the end of the award. Check the award agreement to determine if report is required. The final performance reports are due 90 calendar days after the expiration or termination of the award. A cover sheet (SF298) is required to accompany the final technical report.

Budget Considerations & No Cost Extensions:

Unless noted otherwise in terms & conditions, these grants are covered under **Expanded authorities** which provides the following:

- Pre Award costs can be requested from DGCA Accountant for up to 90 days prior to start date according to DGCA policies. The costs must be necessary for the conduct of the project and allowable under the potential award.
 - Unobligated balance at the end of a **budget** period can be carried forward to the following budget period.
 - Most modifications to budgets are allowable without agency approval (see prior approvals below).
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Other Administrative Actions:

Prior Agency Approval required from Grants Officer for:

- Change in End Date – Request must be made in writing 30 days prior to end of award.
- Change in Scope
- Change of Grantee Organization
- Any deviations from special terms or conditions stated on Notice of Grant Award
- Pre Award Costs exceeding 90 days prior to start date
- Need for additional funds

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PAGE 2 - DGCA

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Payment

Payment for ONR awards is normally requested electronically via EDI.

Invoicing Requirements:

Generally, ONR awards are cost-reimbursed. A SF270 should be used but not mailed to ONR. DGCA procedures for EDI submission are being finalized.

Financial Reporting Requirements:

Please refer to the awards terms and conditions for reporting requirements.

Per DARPA General Terms and Conditions, Patent Reports via DD Form 882 are due 90 days after the end of the award. Negative reports are required.

Final Financial Report via SF269 due within 90 days of termination of the award.

For Equipment Grants, a Final Property Report is also required.

Specific Cost Sharing Requirements:

Please refer to specific award regarding any Cost Sharing Requirements. ONR awards generally do not required cost-sharing.

Carryforward:

Allowable from one budget period to the next

Other:

- Unless other is noted in terms and conditions, **Program Income** must be treated under the deductive method. Generally there is no program income with ONR awards.

Last updated: 3/30/2000 -an
